

Professional and Managerial Branch
Miscellaneous Managerial Group
Maintenance Series

**E.P.W.U. FLEET AND BUILDING
MAINTENANCE SUPERINTENDENT**
5/99 (SAC)

Summary

Under general direction, plan, direct, and supervise the operation and maintenance activities of the fleet and facilities maintenance division.

Typical Duties

Plan, organize and direct building and grounds maintenance crews, equipment operators and maintenance and repair of Utility automotive and heavy equipment. Involves: developing procedures for the most cost effective and efficient operation of equipment fleet and building maintenance services; directing and coordinating the installation of building equipment, such as evaporative and refrigerated air conditioning, heater units, pumps and other associated machinery; reviewing maintenance and repair reports to assure compliance with service schedules; inspecting completed work to determine that repairs have been accurately performed.

Administer preventive maintenance programs, interdivisional operations, and other assigned functions. Involves: coordinating assignment of equipment operators and heavy construction equipment to construction crews engaged in the installation, maintenance and repair of water and sewer lines and other related construction projects; initiating and implementing training and safety programs; assisting the Risk Management Coordinator as a technical advisor for accident reviews; assisting in development and implementation of division-wide policies, goals and standards.

Prepare the annual division budget, and monitor and authorize expenses. Involves: approving materials and supplies purchases; reviewing equipment records to determine disposal or replacement of automotive and construction equipment, and building machinery and equipment; recommending and developing specifications for replacement and acquisition of automotive, heavy construction equipment, and other specialized maintenance and repair equipment, materials and services.

Supervise assigned personnel. Involves: scheduling, assigning, instructing, guiding, checking and evaluating work; arranging for or engaging in employee training and development; enforcing personnel rules and regulations, standards of conduct, work attendance and safe work practices; counseling, motivating and maintaining harmonious working relationships among subordinates; recommending staffing and employee status changes; interviewing applicants and recommending selection.

Perform related duties as required. Involves: performing any duties of subordinates, if necessary, to maintain continuity of operations during temporary absences; maintaining records and prepares reports as required.

Minimum Qualifications

Training and Experience: Graduation from an accredited college or university with an Associate's Degree in Automotive Technology or Business Administration and eight (8) years of progressively responsible experience in the repair and maintenance of automotive and heavy equipment diesel engines, including four (4) years of automotive shop supervisory and management experience; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Comprehensive knowledge of the methods and techniques of the mechanical repair trade; operations and maintenance needs of a large fleet of automotive and heavy equipment. Considerable knowledge of building maintenance and repair practices and procedures; mechanical equipment, air conditioning, refrigeration, fire systems, stand-by emergency power and related preventive maintenance programs; hazards and safety precautions of the automotive and building maintenance trades; supervisory techniques; budget preparation and control techniques.

Ability to: identify, analyze and solve administrative and managerial problems; establish and implement a preventive maintenance program; plan and coordinate automotive, construction and building maintenance and repair; read and interpret blue prints, plans and specifications; impartially and objectively exercise authority as an executive to supervise subordinate employees, and recommend award or rejection of contracts; establish and maintain cooperative working relationships with other departments, officials, vendors and the general public; identify, diagnose and solve complex operational problems involving abstract considerations and nonstandard or changing situations; communicate in depth technical explanations orally and in writing which includes preparing and

presenting thorough, clear and concise reports; organize and administer records maintenance and related office services.

Physical Requirements: Mobility within an automotive repair shop and office environment; operate a motor vehicle through City traffic.

License and Certificates: Texas Class "C" Driver's License or equivalent issued by another state.

Director of Personnel

Department Head

OFFICIAL